

Hurricane Information

Manual



Village of Key Biscayne, Florida

June 1, 2001

Contact:
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85 West McIntyre Street
Key Biscayne, Florida 33149
(305) 365-5500



VILLAGE OF KEY BISCAINE, FLORIDA

Village Council

Joe I. Rasco, *Mayor (Term Expires 11/14/2002)*

Mortimer Fried, *Vice Mayor (Term Expires 11/14/2004)*

Scott Bass, *(Term Expires 11/12/2002)*

Martha Fdez-Leon Broucek, *(Term Expires 11/14/2004)*

Alan H. Fein, *(Term Expires 11/12/2002)*

Robert Oldakowski, *(Term Expires 11/12/2002)*

James L. Peters, *(Term Expires 11/14/2004)*

Administrative Officials

C. Samuel Kissinger
Village Manager

Conchita H. Alvarez, CMC
Village Clerk

Weiss Serota Helfman
Pastoriza & Guedes, P.A.
Village Attorney

Incorporated on June 18, 1991



VILLAGE OF KEY BISCAINE, FLORIDA

The Administrative Team

Michael J. Flaherty, *Director and Chief of Police*
John C. Gilbert, *Chief of Fire Rescue*
Emergency Services Department

Armando Nuñez, *Public Works Supervisor*
Public Works Department

Randolph G. White
Moyer & Associates/Severn Trent Environmental Services, Inc.
Finance Director

Jud Kurlancheek, *AICP Director*
Eugenio Santiago, *Building Official*
Building, Zoning and Planning Department

Todd A. Hofferberth, *Director*
Recreation Department

Village Council Appointments

Special Masters
Dennis M. O'Hara, *(Term Expires on 8/29/2001)*
Rosemary Sala, *(Term Expires on 8/29/2001)*
Raul Llorente, *(Term Expires on 8/29/2001)*

Special Council Appointees
Dr. Steven A. Simon, *Playing Fields Liaison* (March 11, 1998)

Government Relations
Pinsky Mitchell Partners
Mr. Richard Pinsky

Fire/Police Retirement Board of Trustees
(Two-Year Terms)
Barclay E. Cale, *Chair* (September 9, 2001) Michael Haring, *Secretary* (September 9, 2001)
Nicholas Ismailoff (September 9, 2001) Servando Parapar (September 9, 2001)
Sandra L. Winters (September 9, 2001)

EXECUTIVE SUMMARY

This Hurricane Information Manual was created to assist Village Residents to plan and prepare for a hurricane and its aftermath. In 1992, Hurricane Andrew ravaged through Key Biscayne and left destruction and many lessons to be learned. Key Biscayne is a barrier island and when faced with a hurricane, damage is almost certain, no matter the category. In 1999, Hurricane Irene, a category 1, caused considerable flooding and landscape damage. For this reason, KEY BISCAYNE IS IN A MANDATORY EVACUATION ZONE FOR ALL HURRICANES. When the Miami-Dade County Mayor issues an evacuation order, we all must evacuate. This shall include the Fire Rescue Department, the Police Department and the staff. No governmental services shall be available on the island during a hurricane. Chapter 252.38 Florida Statutes, gives authority to political subdivisions (Miami-Dade County) to declare and enact a State of Local Emergency for a period of up to seven (7) days, thereby waiving the procedures and formalities otherwise required of a political subdivision.

The information in this manual is divided into two sections: BEFORE THE STORM (which is divided into three sub-sections; General Information, Outdoor Preparation and Indoor Preparation), and AFTER THE STORM. The section "BEFORE THE STORM" will help the residents prepare their homes inside and out prior the hurricane. The second section "AFTER THE STORM" will assist the residents after the hurricane during the recovery period.

The information in this manual has been re-printed with permission from: the Sun-Sentinel, Fort Lauderdale, Florida; the Miami Herald; NBC 6, WTVJ; and the Islander News of Key Biscayne. The information used from the NBC 6 manual, which is available at Winn-Dixie, was compiled through consultation with the Miami-Dade County Department of Code Compliance, the Miami-Dade County Office of Emergency Management, the Broward County Office of Emergency Management, the Monroe County Office of Emergency Management and the American Red Cross. The manual is provided as a general information source by NBC 6 and every effort has been made to ensure the accuracy of the information presented. Because rules and regulations change frequently, NBC 6 recommends that you review a variety of sources and seek informed opinions before purchasing any hurricane protection product or undertaking a hurricane preparedness plan. NBC 6 takes no responsibility for any errors contained within the manual and shall not be liable for any damages or loss however caused arising from the reliance on the information with the manual or the purchase or use of any good or services advertised in the manual. Any suggestions would indeed be appreciated. This report was submitted to the Village Council at their meeting on June 6, 2000.

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Emergency Phone Numbers

Village

- | | | |
|----|-------------------------------|-----------------------|
| 1. | Village News Hotline | (305) 365-NEWS (6397) |
| 2. | Village Manager's Office | (305) 365-5500 |
| 3. | Public Works | (305) 365-8945 |
| 4. | Building, Zoning and Planning | (305) 365-5512 |
| 5. | Fire Rescue | (305) 365-8930 |
| 6. | Police Department | (305) 365-5555 |

Miami Dade County

- | | | |
|----|---|-------------------------------------|
| 1. | Miami-Dade Rumor Control Line | (305) 598-7550***
(305) 273-6711 |
| 2. | Emergency Evacuation Assist. Program | (305) 273-6790 |
| 3. | Miami-Dade Office of Emergency Management | (305) 273-6700 |
| 4. | American Red Cross | (305) 644-1200 |
| 5. | Salvation | (305) 637-6700 |
| 6. | Miami-Dade Building Code Compliance | (305) 375-2901 |
| 7. | Team Metro Citizen Information Line | (305) 375-5656 |

State of Florida

- | | | |
|----|--|----------------|
| 1. | Florida Department of Insurance | (800) 342-2762 |
| 2. | State of Florida's Emergency Operation | (800) 342-3557 |
| 3. | Florida Attorney General Price Gouging Hotline | (800) 329-6969 |

Federal

- | | | |
|----|-------------------------------------|----------------|
| 1. | Federal Emergency Management Agency | (800) 462-9029 |
| 2. | National Flood Insurance Program | (800) 638-6620 |

Reporting Downed Utility Lines

- | | | |
|----|-------------------------|----------------------------------|
| 1. | Florida Power and Light | (305) 442-8770
(800) 432-6554 |
| 2. | BellSouth | (305) 780-2273 / 611 |
| 3. | TECO/Peoples Gas | (305) 940-0139
(888) 228-1150 |
| 4. | Adelphia Cable | (305) 238-7690 |

People with Disabilities

- | | | |
|----|---------------------------------------|----------------|
| 1. | Miami-Dade Special Transport Services | (305) 263-5400 |
| 2. | Florida Relay | (800) 995-8770 |
| 3. | People with Special Needs | (305) 513-7700 |

Pets (Animal Care)

- | | | |
|----|----------------------------------|----------------|
| 1. | Miami-Dade Animal Care & Control | (305) 884-1101 |
| 2. | Miami-Dade Humane Society | (305) 696-0800 |

Television Stations

- | | | |
|----|----------------------|----------------|
| 1. | WFOR - Channel 4 | (305) 591-4444 |
| 2. | WTVJ - NBC 6 | (954) 622-6000 |
| 3. | WSVN - Channel 7 | (305) 930-5627 |
| 4. | WPLG - Channel 10 | (305) 576-1010 |
| 5. | Univision Channel 23 | (305) 471-4346 |
| 6. | Telemundo Channel 51 | (305) 884-0101 |

WEATHER WORDS

Hurricane season begins June 1 and continues through November 30. Hurricanes are tropical cyclones in which winds reach a constant speed of at least 74 mph and may gust to 200 mph. Their heavy bands of spiral clouds may cover an area several hundred miles in diameter and generate torrential rains and tornadoes. The “eye”, or middle of the hurricane is deceptively calm, almost free of clouds, with light winds and warm temperatures.

1. **Advisory-** Advisory messages are issued by the National Hurricane Center, concerning all tropical depressions, tropical storms and hurricanes, at midnight, 6 am, 12 Noon, and 6 pm. These advisories are supplemented at 3-hour intervals when landfall is likely within 24 hours. An advisory gives details as to where the storm is located, its intensity and direction and speed of movement.
2. **Atmospheric Pressure-** This is the weight of the air (going all the way up to the edge of the atmosphere) on any given point on the ground. It is measured with an instrument called a barometer.
3. **Eye Wall-** This is the area around the hurricane’s eye where its strongest winds are.
4. **Evacuation Orders-** This signals that a storm threatens your immediate area. Local and State governments take this action to allow residents as much time as possible to get of danger. Evacuation orders are designed to clear residents from dangerous areas by the time tropical storm force winds arrive, not by the arrival of the eye of the storm.
5. **Gale Warning-** A gale warning is issued when sustained winds of 34-47 knots
6. **High-** “Highs” happen when cool air, chilled by nights and the seasons of the earth, condenses and sinks. Generally high pressures mean good weather.
7. **Hurricane-** This intense tropical weather system has sustained wind speeds of 74 mph or higher.
8. **Hurricane Warning-** Indicates that hurricane conditions are expected in a specified area within 24 hours and your preparations should be complete. If you are evacuating, you should be on the way to your evacuation site.
9. **Hurricane Watch-** Indicates that hurricane conditions are possible in a specified area within 36 hours.
10. **Local State of Emergency-** This is when the county begins mobilizing to protect lives and property. It’s also the time to start putting your own Hurricane Plan into action.
11. **Low-** This is the complete opposite of a “High”. It happens when the sunlight or the seasons warm the air, which then expands and rises. Often this means stormy weather.
12. **Ridge-** An elongated area, usually oval shaped, of high pressure.
13. **Storm Surge-** This large wall of water builds up as a hurricane moves over the ocean and can produce flooding up to 20 feet deep in places and affect more than 100 miles of coastline. Evacuation zones are identified by their likelihood of being flooded by the rising water.
14. **Tropical Storm Warning-** Tropical Storm conditions are expected in a specified area within 24 hours.
15. **Tropical Storm Watch-** Tropical Storm conditions are possible in a specified area within 36 hours.
16. **Trough-** An elongated area of low pressure.
17. **Tropical Depression-** A complete low-pressure circulation with winds up to 38 mph.
18. **Tropical Disturbance-** An area of thunderstorms in the tropics that keeps its identity for 24 hours or more.
19. **Tropical Storms-** These organized systems of strong thunderstorms have sustained winds from 30 to 73 mph. Tropical Storms are dangerous and can quickly develop into hurricanes.
20. **Warm and Cold Fronts-** Picture a mass of warm air sitting over us in the winter. A bunch of cold air blows in from Alaska. The zone where the cold meets the warm is called a front. When the cold air is pushing the warm air away, it is called a cold front and vice versa.
21. **Vapor Loop-** Measures the water vapor in clear, not cloudy, air. These give forecasters a picture of air currents that will help steer a hurricane.

ON-LINE SITES PROVIDE WEATHER INFORMATION

1. **<http://www.herald.com/hurricane>** - Miami Herald Hurricane Preparation Page
2. **<http://www.nhc.noaa.gov>** - National Hurricane Center
3. **<http://www.nbc6.net>** - NBC 6 Home Page
4. **<http://sunsentinel.com/storm>** - Sun-Sentinel Hurricane Preparation Page
5. **<http://www.cnmoc.navy.mil>** - U.S. Navy
6. **<http://www.nws.noaa.gov>** - National Weather Service Home Page
7. **www.wsvn.com** - Channel 7 Home Page
8. **www.wfor.com** - Channel 4 Home Page
9. **www.wplg.com** - Channel 10 Home Page
10. **www.weather.com** - The Weather Channel
11. **www.floridadisaster.org** - Florida Division of Emergency Management
12. **www.miamiredcross.org** - American Red Cross Miami/Keys Chapter
13. **www.buildingcodeonline.com** - Miami-Dade Building Code Compliance
14. **www.flash.org** - Florida Alliance for Safe Homes (FLASH)

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SAFFIR-SIMPSON HURRICANE INTENSITY SCALE

Damage on a Scale of 1 to 5

The Saffir-Simpson Hurricane Intensity Scale categorizes storms according to their barometric pressure, wind speed, storm surge and expected level of damage.

CATEGORY 1

*Winds: 74-95 mph.

*Effects: No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Also, some coastal road flooding and minor pier damage.

*Examples: Florence (1988), Charley (1988)

CATEGORY 2

*Winds: 96-110 mph.

*Effects: Some roofing material, door and window damage to buildings. Considerable damage to vegetation, mobile homes and piers. Coastal and low-lying escape routes flood two to four hours before arrival of center. Small crafts in unprotected anchorages break moorings.

*Examples: Kate (1985), Bob (1991).

CATEGORY 3

*Winds: 111-130 mph.

*Effects: Some structural damage to small residences and utility buildings. Mobile homes are destroyed. Flooding near the coast destroys smaller structures, and larger structures damaged by floating debris. Terrain continuously lower than five feet above sea level may be flooded inland eight miles or more.

*Examples: Alicia (1983)

CATEGORY 4

*Winds: 131-155 mph.

*Effects: Some complete roof structure failure on small residences. Major erosion on beach. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet above sea level may be flooded, requiring massive evacuation of residential areas inland as far as six miles.

*Examples: Andrew (1992), Hugo (1989)

CATEGORY 5

*Winds: Greater than 155 mph.

*Effects: Complete roof failure on many residences and industrial buildings. Some complete building failures, with small utility buildings blown over or away. Major damage to lower floors of all structures less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles of the shoreline may be required.

*Examples: Camille (1969), Labor Day Hurricane (1935).

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EVACUATION

An Evacuation Order means that life-threatening conditions are possible in your area very soon. Do not try and second-guess the people whose job it is to know where is safe and where is not. You will not be ordered to evacuate unless there is a real threat to your well-being, or you might become stranded where help could not reach you. Move out AS SOON AS POSSIBLE after the order is given. Here are some tips to assist you in your evacuation:

1. Under Florida law, Key Biscayne MUST be evacuated for any hurricane.
2. If you questions concerning your evacuation status, contact your local or County Office of Emergency Management NOW.
3. Evacuate immediately when the order is issued. There is no reason to wait. Avoid the danger of traffic jams and rising water.
4. All mobile homes are evacuated for all hurricanes, even if the home is securely fastened to the ground.
5. If you live in a HIGH-RISE BUILDING in an evacuation zone, you must evacuate with everyone else. Ask your condo association what their plan is for evacuation.
6. The upper floors in the High Rise Buildings outside the evacuation zone may also be unsafe, since wind speed increases dramatically with height. The safest spot is an inside room in a low floor.
7. Decide where you and your family will be during the hurricane. You should not plan to stay in any building that is not shuttered.
8. If you live outside an evacuation zone, you are better off in a well-constructed, properly prepared house than out in your car searching for a shelter.
9. If you have friends, relatives, or neighbors that are disabled, elderly, or require special medical care and/or electricity dependent life-support, see the section on “People with Special Needs”.

Important Note: Always stay tuned to Channel 4, NBC 6, Channel 7, and Channel 10 or to Channel 99 for up to date evacuation information. In addition to television coverage you can also log onto www.nbc6.net or tune into NBC 6 on 87.7 FM for the latest information on pending storms. Remember, the earlier you hear the order the quicker you can evacuate.

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2000 HURRICANE EVACUATION BUS PICK-UP POINTS*

Any of the following Miami-Dade Transit Agency Bus Pick-Up points will be activated only for hurricane evacuations. Residents should listen to the media or call the Team Metro Hotline to find out when the buses will transport people from the pick-up points to the Red Cross Evacuation Centers.

** Liftgate Vehicles will be available.*

Category of Storm	Zip Code	Facility	Location
		South Beach Area	North from South Pointe Park
1 or greater	33139	Alton Towers Condominium	14 Street and Alton Road
1 or greater	33139	Council Towers South	533 Collins Avenue
1 or greater	33139	Euclid Gardens Condominium	1575 Euclid Avenue
1 or greater	33139	Ida Fisher Community School	1424 Drexel Avenue
1 or greater	33139	Miami Beach City Hall	1700 Convention Center Drive
1 or greater	33139	Ocean Front Auditorium	1001 Ocean Drive
1 or greater	33139	Ocean Point Condominium	345 Ocean Drive
1 or greater	33139	Rebecca Towers	150 Alton Road
1 or greater	33139	South Shore Community Center	833 6th Street
1 or greater	33139	Federation Towers	757 West Avenue
1 or greater	33139	South Beach Alton Middle School	920 Alton Road
1 or greater	33139	Mesivita High School	1965 Alton Road
1 or greater	33140	Bayshore Golf Club	2301 Alton Road
1 or greater	33140	Scott Rakow Youth Club	2600 Sheridan Avenue
1 or greater	33140	Crown Hotel	4041 Collins Avenue
1 or greater	33140	Temple Beth Shalom	4144 Chase Avenue
1 or greater	33140	Sherry Frontenac Hotel	6565 Collins Avenue
		Central Beaches	North from 62nd Street
1 or greater	33141	Normandy Pool	7030 Trouville Esplanade
1 or greater	33141	Biscayne Elementary	800 77th Street
1 or greater	33141	North Bay Village Synagogue	North Treasure Drive & Hispanola
1 or greater	33141	North Shore Park	72 Street and Byron Avenue
1 or greater	33141	St. Joseph's School	8625 Byron Avenue
		North Beaches	North from Broad Causeway
1 or greater	33154	Bal Harbour Village Hall	655 96th Street
1 or greater	33154	Bay Harbor Town Hall	9665 Bay Harbor Terrace
1 or greater	33154	Town of Surfside City Hall	9293 Harding Avenue
1 or greater	33160	Arlen House Condominiums	158 Street and Collins Avenue
1 or greater	33160	Winston Towers Condominiums	174 Street and Collins Avenue
2,3,4,5	33160	Stratford Condominiums	NE 29 Avenue and 163 Street
2,3,4,5	33160	Eastern Shores Shopping Center	3466-3471 163rd Street
2,3,4,5	33160	Office Depot Shopping Center	178 Street and Biscayne Blvd.
2,3,4,5	33180	Circuit City Shopping Center	207 Street and Biscayne Blvd.
2,3,4,5	33181	Bay View Towers	2100 San Souci Blvd.
2,3,4,5	33181	Dorset House	2500 NE 135 Street
		South Miami Dade County	South from Key Biscayne
1 or greater	33149	Miami Dade County Fire Station-Key Biscayne	2 Crandon Boulevard
2,3,4,5	33032	Naranja Elementary	13990 SW 264 Street
1 or greater	33030	Four Season Mobile Home Park	220 NE 12 Avenue
1 or greater	33033	South Dade Camp	13600 SW 321 Street
1 or greater	33033	Royal Colonial Trailer Park	14850 SW 280 Street
1 or greater	33034	Andrew Center	19200 SW 380 Street.
2,3,4,5	33034	Florida City City Hall	404 W. Palm Drive
2,3,4,5	33143	South Miami Community Action Agency	6125 SW 68 Street
2,3,4,5	33157	W. Perrine Community Action Agency	17801 Homestead Avenue
2,3,4,5	33133	Police Athletic League	600 SW 14th Avenue
2,3,4,5	33133	Harris Field	1034 NE 8th Street
2,3,4,5	33133	Homestead Senior Center	Krome Avenue and 16th Street
2,3,4,5	33189	Mays Middle School	11700 Hainlin Mill Dr. (SW 216 St.)

PEOPLE WITH SPECIAL NEEDS

South Florida has a large population that falls into the category of “People With Special Needs”. Hurricanes are especially difficult and stressful for these people because, often, just moving from one place to another is strenuous. People that are frail, elderly, or handicapped and will need assistance in evacuating should REGISTER NOW with Miami-Dade County Emergency Management Office at (305) 468-5400 or fill out an application for evacuation assistance at the Village Clerks Office or the Village Manager’s Office. If you have any questions, call the “Special Needs Registry” at (305) 513-7700 or (305) 468-5402 TDD and make your plans in advance.

1. Plan on taking care of yourself without electricity. Remember that the friend, neighbor, nurse, valet, and electrical conveniences that you count on for small things may be temporarily unavailable.
2. If you are elderly, frail, or handicapped and have friends or relatives that can help you with your property, housing, and welfare, contact them NOW so that you are part of their hurricane plan.
3. Make a list of any prescribed medication and plan to have a 30-day supply available.
4. If you normally have help preparing your food, be sure that your food supply is transferred to smaller, lighter containers that you can open by yourself.
5. If you will be staying elsewhere during the storm, discuss when you will be picked up. Allow time to gather the items you need to take along.
6. If you are in a battery-operated wheelchair, transfer to a manual wheelchair before the storm. You may not be able to recharge the battery.
7. If you normally need help with transportation or other needs from social service agencies, contact the Special Needs Registry NOW. These offices provide transportation assistance to public shelters for individuals with physical or psychological limitations. Public shelters, however, should be your last choice as a place to go. Try to stay with friends or family.
8. If you or a family member require electricity for life support equipment or need special supplies, discuss this NOW with a physician. You may want to consider buying a generator for the period after the storm.
9. If you, a friend, or a relative, are living in a nursing home, insist on a written hurricane plan that details IF, WHEN, and WHERE residents will be evacuated.
10. All nursing home patients should wear a bracelet indicating their NAME, MEDICATIONS, ALLERGIES, and CONTACT INFORMATION.

Special Needs Evacuation Centers - Miami-Dade County

SN 72	Jose Marti Middle	5701 West 24 Avenue, Hialeah, 33016
SN 70	Ruben Dario Middle	350 NW 97 Avenue, Miami, 33172
SN 74	Miami Edison Senior	6161 NW 5 Court, Miami, 33127
SN 71	Highland Oaks Middle	2375 NE 203 Street, North Miami Beach, 33180
SN 76	South Miami Senior	6856 SW 53 Street, Miami, 33155

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AMERICAN RED CROSS SHELTERS

A public shelter should be considered your LAST RESORT as a place to ride out a hurricane. The shelters should be left for the people with nowhere else to go. If you must evacuate, your best choice is the well prepared home of a friend outside of the evacuation zone. If you must go to a shelter, it may be crowded. Remember, Red Cross shelters are not designed to be comfortable, but are designed to be safe places to ride out the storm. Food may or may not be provided. If you do not have an alternate plan and must evacuate to a shelter, bring along your own supplies to last two (2) weeks per individual.

The Red Cross continues to be in need of volunteers to be trained to run a shelter for the next storm. If you would like to become a shelter volunteer and receive training from the Red Cross, call (305)644-1200.

American Red Cross Shelter Checklist

- | | |
|--|---|
| <input type="checkbox"/> Baby food and diapers | <input type="checkbox"/> Favorite toy or blanket |
| <input type="checkbox"/> Battery-operated radio | <input type="checkbox"/> First aid kit |
| <input type="checkbox"/> Blankets, pillows & sleeping bags | <input type="checkbox"/> Identification and valuable papers |
| <input type="checkbox"/> Car key (extra set) | <input type="checkbox"/> Medicine |
| <input type="checkbox"/> Cards, games and books | <input type="checkbox"/> Non-perishable food |
| <input type="checkbox"/> Drinking water | <input type="checkbox"/> One flashlight per person |
| <input type="checkbox"/> Eating utensils | <input type="checkbox"/> Toiletries |
| <input type="checkbox"/> Extra Batteries | <input type="checkbox"/> DO NOT bring pets, firearms, or alcohol. |

Red Cross Shelters are not equipped to handle people that require constant medical supervision, however special shelters are available. For more information, please see the section on "People with Special Needs."

Important Note

If you are stranded by rising water, emergency personnel will not be able to get to you. Waiting to leave will jeopardize your life and the lives of others.

1. Shelters will be opening when the Evacuation Order is made. Listen to NBC 6 for shelter listings to find the shelter nearest you.
2. Turn off gas appliances at their individual shut off valves inside your home, if accessible. Do not turn them off at the outside meter.
3. Eat before leaving home because meals may not be available at the shelter, especially in the first 24 hours.
4. You may be required to present proof of residency before re-entering an evacuation area after the storm, so be sure to bring a driver's license or utility bill with you.
5. Bring important documents and insurance papers with you.

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2000 American Red Cross Evacuation Shelters

<u>Name of Facility</u>	<u>Address</u>	<u>City/Neighborhood</u>	<u>Zip Code</u>
<i>North East Miami Dade County</i>			
*North Miami Middle	13105 NE 7th Ave.	North Miami	33161
*North Miami Senior	800 NE 137 Street	North Miami	33161
*Miami Carol City Senior	3422 NW 187 Street	Carol City	33056
Norwood Elementary	19810 NW 14 Court	Carol City	33169
*Lake Stevens Elementary	5101 NW 183 Street	Carol City/Opa Locka	33055
*Citrus Grove Middle	2153 NW 3 Street	Miami	33125
*Charles Drew Middle	1801 NW 60 Street	Miami	33142
Dunbar Elementary	505 NW 20 Street	Miami	33127
Olinda Elementary	5536 NW 21 Ave.	Miami	33142
Hartner Elementary	401 NW 29 Street	Miami	33127
Liberty City Elementary	1855 NW 71 Street	Liberty City	33147
Miami Northwestern Senior	7007 NW 12 Avenue	Miami	33150
*Miami Shores Elementary	10351 NE 5 Avenue	Miami-Shores	33138
Orchard Villa Elementary	5720 NW 13 Street	Miami	33142
Kelsey Pharr Elementary	2000 NW 46 Street	Miami	33142
Greynolds Park Prim Ed Cntr	1575 NW 177 Street	North Miami Beach	33162
*Michael Krop Senior HS	1410 NE County Line Rd.	North Miami Beach	33179
*North Miami Beach Sr.	1247 NE 167 Street	North Miami Beach	33162
<i>North West Miami Dade County</i>			
Stirrup Elementary	330 NW 97 Avenue	Fountainbleau	33172
James Bright Elementary	2530 W. 10 Avenue	Hialeah	33010
Hialeah Miami Lakes Sr.	7977 W. 12 Avenue	Hialeah	33014
*Palm Lakes Elementary	7450 W. 16 Avenue	Hialeah	33014
Ben Sheppard Elementary	5700 W. 24 Avenue	Hialeah	33016
*Barbara Goleman Sr.	14100 NW 89 Avenue	Miami Lakes	33016
Palm Springs North Elementary	17615 NW 82 Avenue	Miami Lakes	33015
<i>South East Miami Dade County</i>			
Miami Palmetto Senior High	7460 SW 118 Street	Pinecrest	33156
*Miami Southridge Senior	19355 SW 114 Avenue	Perrine	33157
*Southwood Middle School	16301 SW 80 Avenue	Cutler Ridge	33157
<i>South West Miami Dade County</i>			
*Sunshine Pavilion @ Tamiami	10901 Coral Way	Fairgrounds/FIU	33165
M.S. Douglas Elementary	11901 SW 2 Street	Sweetwater	33184
*Ruth Kruse Owens School	11001 SW 76 Street	North Kendall	33173
*W.R. Thomas Elementary	13001 SW 26 Street	West Miami-Dade	33175
Calusa Elementary	9580 West Calusa Club Drive	Hammocks	33186
Oliver Hoover Elementary	9050 Hammocks Blvd	Hammocks	33196
*Bowman Ashe Elementary	6601 SW 152 Avenue	Hammocks	33193
Gilbert Porter Elementary	15851 SW 112 Street	Hammocks	33196
*Hammocks Middle School	9889 Hammocks Blvd	Hammocks	33196
Dante Fascell Elementary	15625 SW 80 Street	Kendall	33193
Miami Killian Senior	10655 SW 97 Avenue	Kendall	33176
Claude Pepper Elementary	14550 SW 96 Street	Kendall	33186
Royal Green Elementary	10347 SW 47 Street	West Kendall	33175
Village Green Elementary	12265 SW 34 Street	West Kendall	33175
*Miami Coral Park Senior	8865 SW 16 Street	West Miami	33165
Bent Tree Elementary	4861 SW 140 Street	West Miami-Dade	33175
Joe Hall Elementary	1901 SW 134 Avenue	West Miami-Dade	33175
*Southwest Miami Senior	8855 SW 50 Terrace	Westchester	33165

* = Facility is wheelchair accessible and has disabled parking spaces and at least 1 wheelchair accessible restroom.

PLANS SHOULD INCLUDE SHUTTERS, MEDICINES, LIGHTS

Those who suffered Hurricane Andrew's worst ravages learned a few lessons. Here are some tips for preparation:

1. Visit the ATM early to avoid standing in line.
2. Keep a month's supply of medicines you need.
3. If you rent, determine if you or your landlord will put up hurricane shutters.
4. Ask utility companies to put their lines under ground; you'll be more likely to electricity and phone service after a storm.
5. Don't count on using your swimming pool water for drinking, bathing, or toilet flushing: It could be filled with debris.
6. A 12-volt motorcycle battery can keep your burglar alarm running.
7. Make a candle by filling a cocktail tumbler halfway with vegetable based-cooking oil. Float a piece of aluminum foil with a string through it for a wick.
8. Buy lanterns powered by batteries instead of kerosene. Kerosene lamps use up oxygen.
9. Cover indoor furniture with plastic. If you lose your shingles, you still may save your sofa.
10. Keep a sharp pruning saw available to cut away limbs so your car can get out of your driveway and through local roads after the storm.
11. A can of roofing tar and roll of heavy plastic could be priceless after a storm.
12. Build a bunker. Consider encasing a small bathroom (including its ceiling) with 3/4-inch plywood or concrete. Better yet, hire a structural engineer to design a "safe room".
13. Buy boxes of prepackaged damp cloths. They're welcome in a storm's sweaty aftermath.
14. Get a generator now before prices skyrocket.
15. If you have large attic wall vents, put shutters over them.
16. Fill your car's gas tank before the storm.
17. Freeze as much water as you can.
18. Have trees trimmed now so they will better withstand high winds.

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PREPARING OUTSIDE YOUR HOUSE

Andrew taught us that the most important thing you can do to protect your home is to protect the openings where the wind can get in. Beyond that, it was amazing how many yard items, sheds, fences, chairs, and tables ended up smashing into someone's house, causing unnecessary damage. Make it a family project to secure your yard and damage your neighborhood.

1. Do not trim trees because trash will not be collected and flying debris can be very dangerous in high winds.
2. Keep ALL windows completely CLOSED during the storm. The old idea of "cracking a window on the opposite side of the house" has been proven wrong.
3. Unplug your television before taking down your antenna. When lowering a television or CB-radio antenna, be very careful to keep it away from power lines to protect you from being electrocuted.
4. Bring in all objects that can be blown away, including garbage cans, lawn furniture, garden tools, and plants. Anchor objects that cannot be brought inside. Encourage your neighbors to do the same.
5. Disconnect propane gas tanks and turn off the main gas line.
6. Fill your car's fuel tank as soon as possible to avoid long lines at the station. Gasoline may not be available for days after the hurricane strikes. Pumps do not work when there is no electricity.
7. Park your car in the garage or carport. If you have neither, put the car as close to the side of the house as possible, away from any trees that might fall on it.
8. Install your shutters or cover all your windows and doors (see Shutter Section). Install braces on your garage doors if they do not meet the new building code.

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SHUTTER INFORMATION

For Concrete Walls

1. While one person holds the shutter over the opening, carefully mark the wall with a pencil behind the upper right and upper left holes.
2. Carefully drill holes into the wall where you made your marks.
3. Be sure you have gone into the wall and not molding or stucco that is not secure.
4. Use thread metal anchor; that are at least 1 ½ inches long.
5. Install the anchors into the two upper holes. Hang the shutter on those two anchors and drill holes in the wall to match the rest of the holes using the shutter as a guide. Install the rest of the anchors.
6. Use washers at least 1 inch in diameter on all screws and bolts.
7. Put the screws or bolts and washers in a plastic bag and keep them in a place where they won't get lost.
8. Fill the anchors in the wall with silicone caulk to keep out dirt and corrosion.

For Wood Frames

1. Attach plywood with wood screws that are at least 1/4 inch in diameter and 1-1/2 inches long. Use washers at least 1 inch in diameter.
2. DO NOT wait until a storm threatens. There will be neither time nor enough plywood available to do the job.
3. Check your shutters each year to be sure none have warped.

COMMERCIAL SHUTTERS

Shutter companies are finding new and innovative ways to strengthen their products to meet the new code, so products with the same name may end up with different features from different companies. Some companies are doubling up older-design storm panels to provide a product that is light enough to use, but strong enough to meet the new standard. The most common shutter systems being sold under the new code are Storm Panels, Accordion Shutters, and Rolling Shutters.

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Storm Panels

Vertical metal panels that store in a stack in a garage or closet. Tracks may be attached to the home above and below the windows to hold the shutters in place.

1. Storm panels have to be manually installed before a storm. If you are not able-bodied, you will need help or need to consider another style.
2. Storm panels mostly come in galvanized steel or aluminum, the thicker, in general, the stronger. Steel is stronger, but heavier. In addition, some companies are offering very strong panels made out of other composite materials and plastics.
3. Some thinner panels (.040 aluminum for example) may flex quite a bit when debris hits. While they technically meet the code, they have to be mounted further from the glass than a less-flexible panel.

Accordion Shutters

Curtain-like aluminum shutters that slide in permanent tracks and are stored next to the window or door.

1. Accordions are easy to close and lock before a storm, and can also be used for security.
2. They are very good for sliding glass doors and high-rises.
3. Extra-strong models are available to meet the code for high-rises.

Rolling Shutters

Vertically sliding, shade-like shutters that store in a box over the window. Can be manual or electric, although large shutters must be electric because of their weight.

1. Rolling Shutters are easy to close and lock before a storm. They can also be used for security and sunshade.
2. Their complexity, generally, makes them the highest priced shutters.
3. STORM BARS or vertical braces that hold the middle of the shutters from flexing too much ARE NECESSARY to strengthen some shutters and on wide windows.
4. Rolling Shutters are good for windows where outside access is impossible.

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OTHER SYSTEMS AND SHUTTERS

Other shutter styles are available but are not as widespread as they used to be. Some companies are selling Bahama Shutters (louvered panels that hinge at the top and are used for shade) and Colonials (louvered panels that mount next to the window and slide or hinge in place during a storm) that meet the new code. In addition, companies are working hard to come up with creative, new designs using new materials.

Window Film

Window Film remains a very controversial item. Bottom line is this: It is not approved as a “stand alone” product or as an alternative to shutters. Window Film can add strength to the window (glass part...not frame!) itself. If you have approved shuttering on your home, window film may just be an expensive overkill item. However, Window Film and shutters combined will increase your protection.

Window Film alone is better than nothing at all. Taping your windows WILL NOT protect your home.

Window Units

More window products are coming on the market all of the time that will not need to be shuttered. In general, these products use a sandwich of glass and plastic for the windowpanes and extra-strong mullions and frames. These windows are, of course, more expensive (in some cases much more), but can be an alternative for windows in locations that are impractical to shutter.

If you are considering these windows, just like shutters, be sure they have the Dade County Product Approval stamp on the plans, and you have the installation inspected as specified by the Building Permit. Often these windows have to be replaced after hurricane debris hits them. The debris should, in general, bounce off the glass, but the frame can become bent or distorted requiring a complete new window to be purchased. Be sure to ask a lot of questions.

Skylights

Skylights are very vulnerable and hard to protect. Most existing skylights are extremely difficult to shutter because of the “bulging” nature of the light itself. Also, the way skylights are attached to the roof creates a weak point in many cases. There is a new product, which incorporates stronger plastics and framing and meets Dade County approval. These new skylights that meet new codes have a built-in protection system and would be a good replacement for older skylight systems.

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PROTECTING YOUR DOORS

Entry Doors

Entry doors are vulnerable because the wind pressure is transferred to the lock/latch system of the door. Therefore, it is not only important to have a strong door itself, but the latch and locking system, including jams, must be strong.

1. Make the doors and jam withstand hurricane pressures by strengthening the latching system and spreading the load around. Doors that swing out have a good head start on protection against pressure. Some extra help for the latch is still a good idea, however.
2. Protect the doors from flying debris that can act like a ram, just like you protect your windows with shutters.
3. Do a survey of your doors NOW to see which are the most vulnerable.
4. Double doors and French doors are usually the weakest.
5. Add surface-mounted slide bolts to all doors. Add the bolts inside and outside of the weakest doors. These doors will not be available to you as an emergency exit, so be sure you have a way to get out in case of a fire.
6. On doors where slide bolts are not practical, you can bolt wood 2 x 4s to be sure you get good pressure on the door.
7. Protect all doors with storm shutters. Storm panels also work well for this application.
8. Remember, it's a lot easier to fix the wall damage you might do securing your doors, than repairing your whole house after the storm.

Garage Doors

Garage doors on most homes need reinforcing and protecting. Some brand-new garage doors, however, have the reinforcements built in.

1. The cheapest way to protect and reinforce a garage door is probably to buy a new one. The cost of shutters and a reinforcing system usually works out about the same (or more) than replacing the flimsy-style doors that failed in large numbers in Hurricane Andrew with the new stronger doors that don't need shutters or other reinforcements.
2. If you do want to try to strengthen your existing garage doors, you'll need to install vertical supports (like storm bars for shutters) behind the door. Singlewide doors need one in the middle. Doublewide doors need two or three depending on the strength and width of the door.
3. Two 2 x 4s nailed together can work as a storm bar. Make them long enough to extend above the top of the garage doors. With the garage door down, attach the wood beam at the bottom with two strong "L" brackets, bolted and anchored deep into the garage floor. Attach the top with two "L" brackets anchored into the concrete or frame of the house.
4. Remember that while this may help, many doors are still vulnerable because they are made of a weak material, and the track system is weak. The only sure way to protect old garage doors is to install new, strong shutters.

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Business Protection

Taking the right steps NOW can make the difference between being in business or out of business after the next storm.

1. Make back-up plans now by identifying and protecting vital records such as:

Accounts payable and receivable
Articles of Incorporation
Client or customer records
Computer software
Current vendor lists

Current inventory numbers
Personnel and administrative documents
State and County certificates or licenses
Tax records

2. Routinely back-up all key files and store the back up in a safe place, ideally out of the area.
3. Carefully review your insurance protection. Ask your agent a lot of questions. Pay special attention to "Business Interruption" coverage. Also make sure your insurance is up-to-date
4. Develop a hurricane staffing policy that identifies essential employees that will remain at the business as long as they are needed and it is safe. Remember, if the business is in an evacuation zone, the law says it must be evacuated.
5. Let employees know in advance when they will be released to handle personal hurricane preparation.
6. Because telephone communications may be disrupted, you may choose to follow the same return schedule as county and local municipal employees.
7. Set up an emergency phone number out of the area (perhaps at a company branch office) that employees can call to get information on your business. Long distance calls are much easier to make than local calls after a storm.
8. Consider handling payroll before employees leave to prepare their homes. Many of them will need the money immediately after the storm.
9. Have an aggressive program that encourages each employee to have his or her own family hurricane plan. Employees that are well prepared will be back to work sooner.
10. Maintain a current list of employee addresses and emergency phone numbers of their relatives out of the area. Try to determine where each employee plans to ride out the storm. Keep in contact with them and let them know when they are expected to return.
11. Have cash and blank checks with you in case you need money immediately after the storm.

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BOAT PROTECTION

If you own a boat, it is your responsibility to have a plan for securing the boat in case of a hurricane. If you don't, not only is your boat at increased risk, but you risk damaging other people's property as well. In addition, in every hurricane lives are lost because people foolishly try to ride out the storm in their boat instead of making plans to secure it in advance.

Trailerred Boats

1. The best place for your boat and trailer is in a warehouse or a garage.
2. If you must leave your boat outside, attach the trailer tongue to a firm spot in the ground, then take some air out of the tires and lash the boat to the trailer. You may want to use fresh water to add weight, but be sure to keep it below engine level. Boards must be placed between the axle and frame to prevent damage to the trailer springs

Boats in Marinas

1. Read your contract carefully to see if you are required to remove your boat in the event a Hurricane Watch is posted. The rules in many jurisdictions are changing so check with your city, county, or marina operator.
2. If you are going to leave your boat in the water, check the mooring hardware and equipment to be sure they are strong enough to handle a hurricane. Hurricane moorings should have at least double lines. Practice your hurricane mooring system.
3. If you decide to move your boat, do it as early as possible to avoid getting caught in the crush.
4. Conduct a practice run to check the depth of the water, bridges, tie-down location, etc.
5. If you are seeking safe harbor, keep in mind that water management officials discourage boaters from harboring vessels in district canals during a hurricane. Boats may block or damage flood control devices or may interfere with the release of floodwater. The Miami River, for example, is NOT to be used as a safe harbor location, unless you have a pre-reserved slip in a marina.
6. When making your plans, please note all drawbridges will be locked in the down position eight hours prior to the landfall of gale force winds (39 mph). This may be well ahead of the expected landfall of hurricane force winds and boaters are urged to take early action.
7. In the event local authorities order the evacuation of the barrier islands and low lying areas, the drawbridges over the Intracoastal Waterway will open the only every hour, on the hour, until lockdown.

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REGULAR PRUNING HELPS TREES STAY STRAIGHT

Put South Florida's hurricane and rainy seasons together and you've got a good reason to trim trees. Pruning helps trees weather storms and assists their growth. Yet there are several pruning considerations, particularly for trees previously damaged.

- **Tree Use.** "Now, getting ready to go into this growing season, is the time to shape and do selective pruning," said Richard Campbell, curator of tropical fruit at Fairchild Tropical Garden. Every leaf functions to make food for the tree, so prune carefully. When you drastically prune the canopy, the root system attempts to maintain the same size canopy and you get over thick, overabundant weak growth of the new canopy after severe pruning. If you are trying to encourage fruit growth, there's nothing wrong with severe pruning. You would not want to do that to a tree you want a big canopy on.
- **Storm Preparation.** You should prune your trees to allow wind to blow through. Healthy trees can provide a good screen against flying debris - yet they also can fall on and damage a house. It is also important to keep any shrubbery trimmed as well.
- **Damaged Trees.** Trees usually sustained two types of damage during hurricanes and severe storms: one during up righting and internal damage from vibration. Righting trees after a storm may leave them with a less extensive root system than other trees; they should be pruned so new growth doesn't overwhelm damaged root systems.

BE TREE SAVVY

Certain types of trees fare better than others during a storm. Tree maintenance effects survival. Here's more:

- Small and well-pruned trees fared better during Hurricane Andrew.
- Some varieties that fared well: mangoes, sabal palm, pygmy date palm, thatch, silver palms, gumbo-limbos, live oaks and royal palms.
- Tree roots with room to take hold held up better than those too close to streets, sidewalks or buildings.
- These plants can withstand a week of flooding: Australian tree fern, bald cypress, banana, coastal plain willow, dahoon holly, Guiana Chestnut, Java plum, lady palm and dwarf lady palm, mahoe, mahogany, needle and pigmy date palms, sabal palm, satinleaf, southern red cedar, red bay, royal palm, and wax myrtle.
- These trees fair poorly if they aren't pruned regularly: earleaf acacia, silk oak, eucalyptus, avocado, African tulip tree, woman's tongue, and umbrella trees.
- Shallow rooted trees, such as seaside mahoe, Australian Pine and woman's tongue, broke up readily during the hurricane.

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CAR CARE BEFORE THE STORM

You can protect your car during a hurricane, but the protection will be most effective if you plan long before a storm looms.

1. **Garages.** If you think the garage is full, clean it out so you can park your car in it. If there is no electricity after the storm, disengage your electric garage door and open it manually. All garage door openers have an emergency disconnect - a small cord hanging from the mechanism at the top of the door. Pull the cord and it disengages the electric door.

2. **Park your car** as close to the house as possible if you have neither garage nor carport. At least one side of it will be protected from flying debris. Place your car where it will be most protected.

3. **Covers.** A canvas cover may protect your car's finish from scratches and nicks, but the wind will likely tear it off. A canvas or vinyl carport awning provides no protection during a hurricane; take it into the house. Awning poles cemented in place offer no resistance to the wind and likely will not be standing after the storm.

4. **Public garages.** Two car families could park one car in the public garage and keep the other at home. Flooding and closed roads may make it impossible for you to retrieve your car immediately after the hurricane. There is usually little glass in parking garages, but if the sides are open, debris and water could damage your car.

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POOLS

Here's what you need to do to your swimming pool before the storm hits:

1. Lower the water level 15 inches to accommodate heavy rains. Do not drain the pool completely.
2. Add extra chlorine to prevent contamination. Pool companies recommend powdered shock or liquid chlorine.
3. Do not allow anyone to swim in its super-chlorinated state.
4. Turn off the electricity at the breaker, not at the pump.
5. Once the pump is cool, you can wrap it in a plastic bag for extra protection.
6. Wrap an exposed filter with waterproof covering and tie it securely.
7. Remove the child safety fence. Do not allow children near the pool after the fence is removed and remember to reinstall it immediately after the storm.
8. Bring patio furniture indoors; do not throw it in the pool.
9. Remove canvas patio awnings and bring them indoors. You can leave the aluminum frame because wind will blow through the open structure.

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Hurricane Kit Checklist

A little effort before a storm can mean a much easier time after a storm. Don't be one of those people that has to go look for supplies every day. If you have a baby, elderly or dependent person you are responsible for, be sure you have plenty of special supplies they require.

Have at least a TWO-WEEK SUPPLY of the following items in you "Hurricane Kit." Be sure to include supplies for any friends or relatives who may be staying with you during the storm.

- Baby Food, Diapers and Formula
- Battery operated radio
- Bleach (without lemon or additives)
- Butane Lighters
- Camera and Film
- Candles
- Cleaning Supplies / disinfectant
- Duct Tape
- Eating utensils
- Emergency cooking facilities
- Extension Cords (heavy duty 3-pronged)
- Extra Batteries
- Extra pet food
- Fire Extinguisher
- First-Aid Kit
- Flashlights
- Fuel Car
- Gas for Grill (fill tank)
- Glasses or Contact Lenses (extra)
- Heavy Plastic (to cover roof if damaged)
- Inflatable Raft
- Lantern and extra fuel
- Life Preserver
- Manual Can Opener
- Map of, or directions to, Shelter locations
- Matches
- Medicine: Prescription , Aspirin, Antacid, and Antibiotic Cream
- Mosquito Netting
- Mosquito Repellant
- Non-perishable canned or packaged foods and beverages
- Plastic Trash Bags (get plenty)
- Portable Cooler
- Rope (100 ft.)
- Sleeping Bags
- Soap, Shampoo and Detergents
- Spray Paint
- Tarps (heavy duty plastic or canvas)
- Toilet paper and towlettes
- Tools, including: Crowbar, Sledge Hammer, Saw, Gloves, Hammer and Nails
- Valuables
- Water Purification Tablets
- Water Lugs (large and small)
- **Water to Drink (7 gallons per person)
- Shutters / Window Protection

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INSURANCE

Insurance is more complicated now than ever before, but the time spent being sure you're well covered is money in the bank after a storm. Ask every conceivable question of your insurance agent. If you don't get a good answer, ask the company directly, and get it in writing. Condo owners not only have to be concerned about the individual homeowners policy on their own unit, but also about the insurance the association is carrying on the building or complex.

Preparing for a Storm

You can do yourself a big favor by cataloging your personal items NOW. Be sure you have a complete description (brand name, model number, age, purchase price, place of purchase, etc.) of your personal belongings. Take a picture of everything and make TWO copies of the pictures and the lists.

1. Keep one of the originals and one of the copies in a waterproof container at home. Take it with you if you evacuate.
2. Send one set to a friend or relative out of town.
3. NEVER give the insurance company the only original. They can lose things like anybody else.

Home and Condo Owners

Here are important questions for your insurance agent or company:

1. Do I have replacement value coverage on my home and personal property?
2. What does replacement value mean?
3. If my home gets wrecked, will the policy pay the entire cost of rebuilding? In other words, "Is there a limit to my replacement value coverage?"
4. If the building code has changed since my house was built, will the policy pay the difference to meet new code requirements?
5. Does my policy cover wind damage? You may have a second, separate policy that only covers damage from wind.
6. Do I have a flood insurance policy, and is it with the same company as my homeowners insurance? This is always a good idea. It cuts down on arguments between agents.
7. Exactly what is covered by each policy?
8. If my garage collapses on my car, what insurance pays for the repairs?
9. What is the deductible on my policy or policies?
10. Are there any exclusions, things that are not covered?
11. Has my coverage kept pace with my with improvements, additions, rising property values, and rebuilding costs?
12. Does my insurance cover relocation or temporary housing?
13. Does my policy cover houseguests?

Condo Owners

If you own a condo, ask your condo association:

1. If a hurricane wrecked the buildings and the common areas, do we have enough insurance to handle the repairs?
2. When was the last appraisal?
3. What is the deductible, and what is my share?

Renters

If you rent, you need renter's insurance. You need to ask the same questions about replacement value as a homeowner.

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Inventory Belongings for Insurance Claims

Adequate homeowner's or renter's insurance will help protect you from the financial impact of a natural disaster. A crucial step is to take inventory of everything you own in your home. Having this information will speed your claim settlement.

Here's how to do an inventory:

1. Include the name and address of the appraiser on all appraisals.
2. Record the serial numbers of small appliances and other theft-prone items.
3. Keep your receipts, along with a description of the items. Receipts are especially important for big-ticket items such as computers and large appliances.
4. Videotape or photograph all items that you own. Describe on the videotapes or on the back of the photos the items and their prices
5. When doing an audio or video inventory, start in one corner of the room and work your way around.
6. Inventory the contents of closets and the garage.
7. Make a detailed record of antiques, jewelry, silver, major appliances, and collector's items. This includes the prices, purchase dates and serial numbers.
8. Keep these videos or photos outside of your home, such as in a bank safe deposit box.
9. Update the inventory periodically.

Here are some **PHOTO TIPS** for taking inventory:

1. Use a camera with a flash and take color pictures, which show detail better than black and white.
2. Date inventory pictures, slides and videotapes. If appropriate, record the date of purchase, brand names and purchase price of each item on a record card next to the picture.
3. In order to get an overall picture, take wide-angle photos of the whole room, then several close ups to capture detail.
4. Focus the flash away from mirrors and other reflective surfaces by standing at a 45-degree angle to the shiny surface.
5. When using a flash, don't get closer than the recommended focus range. If you must get closer, dim the flash by placing a white handkerchief over it while taking the picture.
6. Place a family member in the picture because that helps substantiate ownership of an item.
7. Open closet doors to show how much clothing you own.
8. Take pictures of drawers' contents.
9. When photographing silver, china, or jewelry, use a dark cloth as a background. Don't use a flash when photographing jewelry.
10. Take a picture of the pattern name or manufacturer's signature of china, along with a picture of the pattern.
11. When photographing or recording collections in albums, make sure the picture includes the entire page, along with close-up shots of the most valuable items. Make sure the pictures tie in with your home.
12. Photograph power tools and include detailed photographs of the inside of your toolbox.
13. If you only want to take a few pictures, photograph groups of your most valuable unappraised items or record whole rooms with the most valuable items prominently displayed.

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STOCK GALLONS OF WATER

If you plan for water shortages after a hurricane, you will be a few steps ahead in the survival game. The following tips were provided in a brochure by the Federal Emergency Management Agency:

1. Store at least a two-week supply for each family member. That means at least one gallon a day for each person. Store water only in washed containers but for no longer than three months.
2. As a storm approaches, you also can store water in your bathtub and toilet tank (not bowl) for washing and flushing toilets. (That's because if the electricity fails at the local waterworks, you won't have water pressure.) Close the bathtub drain and seal around it with waterproof caulking and fill it with water.
3. Freeze as much water as you can.
4. Depending on the size, water heaters hold several gallons of clean water that you can use after a storm for sanitary or other needs. As part of your final preparations for a hurricane, unhook or shut off the water heater from its water source so it will not get contaminated. You will have this extra source of water to use in the aftermath of a storm.

Know how to disinfect water to kill disease-carrying micro-organisms.

1. Boiling: It is the safest. Bring water to a boil for about 10 minutes. It will taste better if you put oxygen back into it by pouring it back and forth between two containers.
2. Chlorination: Use liquid chlorine bleach that contains 5.25 percent sodium hypochlorite and no soap. (Some containers warn against personal use.) Add four drops of bleach for each gallon of water, stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that time, add another dose and let stand for another 15 minutes.
3. Purification: Tablets available at most sporting goods stores and some pharmacies release chlorine or iodine. Add four tablets per gallon. **DO NOT DRINK UNTREATED WATER.**

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USE PLANS, TEAMWORK TO HARNESS KIDS, FEARS

Preparing for hurricane season means readying children for the psychological effects of a storm. Consider these guidelines:

1. Accept the hurricane season and that another hurricane is possible. Begin to think about preparations.
2. Threatening new storms will stimulate fears and memories of Andrew. Talking about those memories will clarify reality and alleviate unnecessary anxiety, and it allows you and your family to marshal forces not only to prepare, but also to overcome it. Remember, children may relieve the trauma of the hurricane through repetitive play. Children may play hurricane games as a way of mastering fears, the same way a child with an unpleasant experience at the dentist may come home and playact being a dentist with the younger sibling.
3. Make a supply list. Allow the children to add items, perhaps a stuffed toy or games.
4. Develop a family plan of response that is clear and understandable to everyone, and give children a role in its implementation. If you are going to evacuate, choose the route and select a destination. If you are going to stay home, discuss with your children what you are going to do and where you are going to sleep. Children should have their own flashlights. Games help pass the time, give children something to focus on and promote family togetherness during periods of anxiety.
5. Take a trial run with the children then celebrate the success of your plan, emphasizing the key role each person played.
6. People who become overwhelmed with fear and anxiety may want to seek professional advice or treatment. Parents who are concerned about their children can ask their pediatrician or family doctor to refer them to a mental health professional who specializes in treating children, such as a child psychiatrist, psychologist or social worker.

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HURRICANE SURVIVAL KIT FOR KIDS

Here are some items suggested by the Federal Emergency Management Agency (FEMA) to create your own hurricane survival kit for kids. These items can be stored in a backpack or duffel bag. Just make sure you can carry it easily.

- ☐ A few favorite books
- ☐ Crayons, pencils, marking pens and plenty of paper
- ☐ Scissors, glue, and other craft supplies such as colorful pipe cleaners (They can be used in several ways)
- ☐ Two favorite toys such as a doll or action figure
- ☐ One or two board games
- ☐ A deck of cards
- ☐ A puzzle (One with a lot of pieces is good - it takes a long time)
- ☐ Small people figures and play vehicles that can be used to play out what is happening during your disaster - such as an ambulance, a fire truck, a helicopter, a dump truck, police car and small boats.
- ☐ Favorite stuffed animal or puppet
- ☐ Favorite blanket or pillow
- ☐ Pictures of the family and pet
- ☐ A “keep safe” box with a few treasures that make you feel special

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PETS

The Humane Society of Greater Miami is urging pet owners to act now to properly prepare pets in the case of a hurricane. Pet owners have three options in the event of a hurricane. One, keep your pet with you at a secure, storm-proofed location. Two, if you must evacuate, take your pet with you to a friend's or family member's house, or to a pet friendly hotel/motel in a safe zone. Or three, leave your pet with a friend in a safe zone or board it at a veterinary hospital/clinic or kennel in a safe zone. Unfortunately, American Red Cross Shelters do not accept pets. For a list of animal hospital/clinics, boarding kennels and hotels/motels in the Miami-Dade, Broward and Palm Beach Counties accepting pets in the event of a hurricane, contact the Humane Society of Greater Miami at www.humanesocietymiami.org by calling (305) 696 - 0800.

1. Except for seeing-eye dogs, pets are not allowed in evacuation centers.
2. Check with your veterinarian or kennel in advance for pet accommodations in case of a hurricane.
3. Tag your pet with proper identification and inoculation information. Be sure vaccinations are up to date, and that your name and phone number are on the tags. You should have current photos of your pet.
4. Do not leave your pet home during a hurricane. A secure room and a few days supply of food and water does not mean your pet will be safe.
5. Check with family or friends who live in a secure area and ask if your pet would be welcome in their home during a hurricane.
6. Do not sedate your pet.
7. Do not leave pets in a car outside of a shelter.
8. Once the storm has passed, take precaution when allowing you pet outside. Downed power lines, contaminated food or water, and unfamiliar scents may pose dangers.

Tips for Traveling with Your Pet

1. The carrier must be large enough for the pet to stand up and turn around in.
2. Following is a list of supplies to have prepared for your pet:
 - Extra Identification Tag
 - Pet food - at least a two week supply of dry food in a water-tight container or canned food (manual can opener required)
 - Water - at least a two week supply of clean water- large dogs need a half a gallon per day
 - Up-to-date health records
 - Medications - flea and tick preventive and two-month supply of heartworm medication.
 - Extra leash and collar
 - Litter/newspapers
 - Toys and treats
 - Towels
 - Recent photo of you with your pet

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During the Hurricane

Even at ground zero during Hurricane Andrew, in the hardest hit and the most heavily damaged area, no one was hurt inside a well prepared home. A home that is properly prepared has a much greater chance of surviving even the strongest storms...and protecting the occupants within. Our entire peninsula is vulnerable to hurricanes and evacuating from one area of the state to another does not guarantee a thing! Your best course of action is to prepare your home and remain in your designated "SAFE AREA" once the storm has begun.

1. Do not leave your safe room even if you hear windows breaking or other loud noises. It is extremely dangerous to expose yourself to the wind stream.
2. Stay away from windows at all times
3. DO NOT leave a window open at the "opposite side" from the storm. Close all the windows and stay put.
4. If the electricity goes off, use only flashlights. Use only flashlights. NEVER use candles or kerosene lamps during the storm.
5. Never cook during the storm. A gust of wind could spread a fire, and the fire department would not be able to respond.
6. Tell stories or sing songs to help keep children calm.
7. If the eye of the hurricane passes through your area, stay indoors unless emergency repairs are necessary. Wind and rain may stop for a few minutes to more than half an hour. Don't let that fool you. The wind will suddenly pick up again from the opposite direction and possibly with greater force than before.
8. Turn off and unplug any unnecessary electrical equipment, especially sensitive electronics, BEFORE the power goes out. If power does go out, turn off circuit breaker that operates a lamp, so you'll know when the power is restored.

Dade County Disaster Information

After the hurricane, all Dade County HIGH SCHOOLS located in an affected or damaged area, will become Disaster Information and Resource Centers. If you need any recovery or medical help, this is the place to go. Initially, Police, Fire Department, and Emergency Medical Personnel will staff these centers, then, as soon as possible, representatives of the Salvation Army, the Red Cross, the insurance industry, and other agencies will be providing neighborhood services.

These centers represent Dade County's commendable effort to solve the problem that developed after Hurricane Andrew when people needed help and didn't know where to go. After future hurricanes in Dade County, look for the balloons at your local high school and help will be there.

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AFTER THE HURRICANE

After the “All Clear”

The period after the storm can be very dangerous. Often, many more people die during the cleanup than during the actual storm. Cleaning up can be a tedious, arduous task, and working too long in the heat can be dangerous to your health. Most of us are not experienced operators of chain saws, tractors, and other motorized equipment. Doing a rush job with unfamiliar equipment is not worth the time saved. Use this equipment very carefully, and take your time.

After the hurricane has ended, it is not safe to assume that you and your family are out of danger. It is crucial that you follow the steps listed below before you or any family member goes outside or uses water or electricity.

Do's and Don'ts for Safety

1. DO remain indoors until you hear the official “all clear”.
2. DO stay away from all downed power lines, whether the power is off in your neighborhood or not. The line can still be “live”. Instruct children to STAY AWAY.
3. DON'T use your telephone unless you have an emergency, and do not call 911 except for life-threatening situations.
4. If your home has sustained structural damage, DON'T move back in until it is checked out by local officials. The Village has plans to certify buildings for safety before habitation.
5. DON'T allow children to walk around without shoes. There were many foot injuries after Hurricane Andrew.
6. DON'T cut trees that are touching or even near power lines.
7. DON'T pile debris near power or telephone poles or equipment. This will delay service being restored.
8. DON'T report individual interruptions in electric, gas, water, or telephone service. Utility companies will restore service as quickly as possible after the storm. Only when service has been generally restored in your neighborhood and you are still have trouble should you call the utility company.
9. DO call the police or utility company immediately to report downed power lines, broken gas or water mains, or overturned gas tanks. If you do not have electricity, turn off all light switches and appliances until the power is restored in your neighborhood. This will avoid system overloads, which may further delay electric service.
10. DON'T drink the tap water immediately after a hurricane. Assume a Boil Water Order is in effect until you are informed it has been lifted. Please see page 27.

Cooking and Lighting

Without power, cooking and lighting often mean open flames. USE EXTRA CAUTION. The fire department may not be able to respond during the period after a hurricane, and if you don't have a phone, you won't be able to call.

1. Use flashlights whenever possible.
2. Try to use the kind of candleholders that have clear glass around the flame so the wind can't blow the candle over
3. Never use a grill in the house. The fumes from the gas are dangerous.
4. Sterno can be used for cooking, but it is very slow and won't work for everything. Consider having a gas grill or camping stove available for after the storm.

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RECOVERY CHECKLIST

- ☐ Contact your independent insurance agent as quick as possible. Let him or her know about your losses. If you relocate temporarily, let your agent know your temporary address.
- ☐ Take pictures of any damages your home may have then make any repairs necessary to prevent further damage to your home or business. These must include covering breaks in a roof, wall or windows with plywood, canvas or other waterproof material. Spray paint your address on your address on the front of your house to help insurance adjusters and repair crews find you faster. Do not have permanent repairs made without first consulting your agent. Unauthorized repairs may not be reimbursed.
- ☐ Wait for an insurance adjuster to arrive to appraise your damage. Insurance companies schedule adjusters so the most serious catastrophe losses receive priority treatment. Those policyholders are the most in need.
- ☐ Keep all receipts for expenditures you've made to temporarily repair damage or to estimate the extent of your damage.
- ☐ Prepare a detailed inventory of all damaged or destroyed personal property for the adjuster. Be sure to keep a copy. Your list should be as complete as you can make it, and should include a description of the item and how many of them, if more than one; date of purchase or approximate age; cost at the time of purchase; and estimated replacement cost today.
- ☐ Collect canceled checks, invoices, appraisals or other papers that might assist the adjuster in determining the value of the destroyed property.
- ☐ If you feel it necessary, secure a detailed estimate for permanent repairs from a reliable contractor, and give it to the adjuster when he or she arrives. The estimate should contain detailed specifications of the proposed repairs, detailed repair cost prices, and replacement prices. Do not, however, give the contractor the go-ahead at this point.
- ☐ Take photos or a video of the damaged areas. These will help you with the presentation of your claim and will assist the adjuster in his investigation.
- ☐ Even if home or business furnishings and effects look like "total losses," do not get rid of them until after they have been examined by an adjuster.
- ☐ If your car has been damaged or submerged in a flood, move it to high ground, and let it dry out. Do not attempt to start or operate it until thoroughly dried.
- ☐ Wooden furniture should be cleaned as quickly as possible. Avoid rubbing in abrasives such as ash, plaster and wall board particles that might have fallen on the furniture.
- ☐ Your dry cleaning establishment can help you evaluate the cleaning or restoration costs for clothing and draperies. Many professional carpet cleaners specialize in carpet and upholstery restoration.
- ☐ Metal objects, such as guns, drapery rods and electric motors in home appliances, should be dried and rubbed or sprayed with oil to prevent corrosion. Radios, televisions and other electronic systems should also be dried out, but not oiled.

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IS YOUR ROOF LEAKING?

After a hurricane, please resist the urge to get up on a ladder to take a closer look at the roof. Leave that to a professional. Here's some inspection advice:

1. If you have a two-story home, use binoculars. Look for torn or missing shingles and problems in the valleys-where two sloping sections join at an angle. Because water flows heavily in the valleys, they are especially vulnerable.
2. If you must see for yourself, wear non-slip, rubber-soled shoes and use a firmly braced or tied off ladder equipped with rubber safety feet.
3. Don't walk on the roof. You could dislodge the protective surface granules, diminishing waterproofing effectiveness. You could fall off or through a weak, damaged roof.
4. If you find large accumulations of shingle surface granules in the gutters, it doesn't necessarily mean the roof needs to be replaced. But the roof should be inspected by a contractor.
5. For a tile roof, check for cracked , missing or loose pieces of roofing material. For asphalt or wood shingle roofs, look for protruding nails.
6. On flat roofs, look for bare spots in the gravel surface and check for standing water.

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COPING WITH FLOOD DAMAGE

Hurricane Irene left fairly minor wind damage but extensive flood damage in many parts of South Florida, according to insurance agents. The following tips should help.

For Homes:

1. First, call your agent to report damage. An adjuster can't write you a check until your agent has filed a claim.
2. Check for structural damage that might cause walls or roofs to collapse or floors to give away.
3. Keep the power off until an electrician has checked to be sure there are no safety hazards.
4. Clean up right away to head off disease. Sweep or vacuum water out of the house. Take carpets outside to dry. Use fans to start to dry carpets that cannot be removed.
5. Throw out food or medicine that may have come in contact with flooding.
6. Watch your step. Flooding often leaves dangerous debris.

For Autos:

7. Check with your insurance agent to verify extent of coverage before repairs begin.
8. If your car stalled because of flooding, have a mechanic look at it before you restart it.
9. Engine, transmission, and power steering are the most vulnerable systems.
10. Electrical systems also are subject to damage and water-sensitive components may need to be replaced.
11. If you clean the car interior yourself, be aware that some parts of a car are virtually inaccessible. Door locks, window regulators, wiring harnesses and heating and air conditioning components often are tucked in small spaces and can fail at later dates.

Phone Numbers to Call:

1. Florida Department of Insurance, **800-342-2762**
2. Allstate, **888-866-7069**
3. Florida Farm Bureau, **800-330-3327**
4. Florida Windstorm Underwriting Association, **800-493-9463**
5. JUA, **800-636-8511**
6. State Farm, **800-732-5246**
7. USAA, **800-531-8222**
8. Prudential Property and Casualty, **800-437-3535**
9. DeSoto Insurance Co., **877-833-7686**
10. First Floridian Auto and Home Insurance, **800-252-4633**
11. Onyx Group, **877-669-9477**
12. Southern Family, **800-673-4952**
13. National Flood Insurance Program, **800-638-6620**

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RESTORING RUGS

Area rugs should be taken outdoors to dry, but keep them out of direct sunlight. Take water-stained rugs to a rug cleaner as soon as possible. For sodden wall-to-wall carpet, the most important thing is to lift it and remove the wet padding, because the padding acts as a sponge.

Cut up the wet padding, roll it up and take it outside. If you have electricity, you can rent a special vacuum that will extract the water from the carpet.

Here's how to do it:

1. Move the furniture aside.
2. Peel the carpet back
3. Cut up the padding in pieces and remove it
4. Mop the floor and let dry.
5. Flip the carpet back and vacuum to extract water.
6. When the carpet is dry, move furniture to the other side and repeat the process.

To keep chair and table legs from staining wet carpet, wrap aluminum foil around the feet. If possible, elevate upholstered sofas with wood blocks or Styrofoam so the carpet will dry evenly under it. Even if you do not have power in your neighborhood, you can get wet carpets dried professionally because rug cleaners have truck-mounted equipment with their own power.

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BEWARE OF UNSCRUPULOUS CONTRACTORS WHO APPEAR ON THE SCENE AFTER HURRICANES

Don't get nailed! If your home or business is damaged by a hurricane or storm, there are some things that you need to know before you hire anyone to make the necessary repairs. Unlicensed contractors are on the prowl the minute a storm is over, looking for uninformed consumers to rip off.

Warning signs of an unlicensed contractor:

- The contractor asks for all the money up front.
- The contractor arrives in an unmarked van or truck.
- The contractor gives a post office box or a local hotel as an address.
- The contractor asks you to obtain the building permit or tells you there is no need for a building permit.
- The contractor only works on weekends.

Tips for hiring a contractor:

- Ask to see a state contractors license. "Registered" contractors may work only in their own county or in adjacent counties with reciprocity agreements. "Certified" contractors may work anywhere in the state.
- Get itemized estimates in writing from more than one contractor.
- Beware of contractors who claim to fix anything for a cheaper price than anyone else.
- Never agree to obtain building permits yourself and always ask to see the building permit before work starts.

Doing business with an unlicensed contractor can result in faulty workmanship that needs to be redone at your expense. You can also be held liable for unpaid bills incurred by the contractor or any injuries that occur on the job since unlicensed contractors seldom have "Workers" Compensation or liability insurance. Homeowners may also be liable for failing to have a building permit.

If you want to know if a contractor is licensed in Florida, call the Florida Department of Business and Professional Regulation at (850) 487-1395. If you have the license number of the individual, call their automated telephone service at (850) 488-9242. You may also check out the Department's website at <http://fcn.state.fl.us/dbpr> and click on "Search for License Information."

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PORTABLE GENERATORS

Power company and phone company employees have been injured because people used their portable generators improperly. The power from these generators can actually flow out of your house and re-charge the lines if you don't take a few simple safety steps.

1. Before using an RV or portable generator, turn off the electricity at your home's main circuit breaker or fuse box to disconnect your home from the power grid.
2. When electric service is restored, prevent damage to your RV or portable generator by disconnecting it before turning on the power to your home.
3. A portable generator should be used only outside the home, not even the garage. Generators emit carbon monoxide gas, which is poisonous.
4. Run a separate heavy-duty, properly grounded extension cord from the generator directly to EACH of the electrical appliances you want to power.
5. Add up the total power consumption (number of watts) of all of the appliances you intend to hook up to be sure you stay within the load capacity of your generator. **DO NOT OVERLOAD** the generator.
6. Do not connect a generator to your home wiring.

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CLEANING UP AND REPAIRING

It is important to take action immediately after a storm to safeguard your home and prevent more damage from occurring. That's why it's so important to have the necessary supplies already on hand. Remember, while the weather immediately after Andrew was good, heavy rain came in that same week and many homes that weren't protected took a second, and sometimes worse, beating.

1. Although emergency road crews begin clearing roads immediately after a storm, neighborhood streets have a lower priority than major thoroughfares.
2. Don't wait for the city or county to clear your street. If possible, get able-bodied neighbors together to clear a path for traffic and emergency vehicles.
3. Solid waste departments will pick up trash as soon as possible. Priority is given to household garbage, so separate it from other trash and debris. If you fail to separate your garbage, you could create a health risk and attract rodents and other animals.
4. Make temporary repairs as soon as possible to keep further damage from occurring.
5. Most insurance policies will pay for these temporary repairs. Know your policy and keep all receipts.
6. If you hire an individual or business to help you with repairs, check to make sure that they have a current license, are properly insured, and possess a permit authorizing them to do the work. This is for your own protection.
7. Never pay all the money in advance. Reputable contractors will not demand huge down payments.
8. Get a receipt for everything.
9. If there is a large amount of water inside your home, leave it well ventilated to allow for drying.
10. If electrical equipment has been exposed to water, have it professionally serviced before using it to prevent injury.

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Gas - Natural or Propane - Users: Don't Turn Off Valves

In the aftermath of a hurricane, homes that use electricity probably will be out of power. But what about homes that use natural gas. There are more than 200,000 gas customers in South Florida, most of them served by Peoples Gas or City Gas, the two major natural gas utilities. According to Peoples Gas, because natural gas lines are underground and propane gas tanks are in each user's home or office, these are the most dependable energy sources during strong storms or hurricanes. Nevertheless, Peoples Gas offers customers some suggestions for before and after the storm.

1. Check all gas line appliances to ensure they are in good working condition.
2. Have the names and telephone numbers of your gas company available.
3. Check 20-pound portable propane gas cylinders for cooking on outdoor gas grills. If not full, take the cylinder to a propane fill station and have it filled.
4. It is not necessary to turn off gas service. Your natural or propane gas service should operate uninterrupted throughout the storm.

Natural Gas Customers

Do not turn off your gas supply at the main meter. That valve should be turned on or off by emergency or utility personnel. *Do* turn off the gas to individual appliances at the supply valve near each unit.

Propane Gas Customers

Turn off the gas to the individual appliances at the supply valve near each unit. You may also interrupt the gas supply to the entire building by turning (clockwise) the master wheel valve atop your propane supply tanks. If you have difficulty relighting the pilot lights on your appliances, call your gas company, plumber, or a qualified appliance service contractor. Ask for identification before allowing anyone to enter.

If your home or business was flooded and the gas appliances were under water **DO NOT OPERATE THEM.**

Call for utility line locations before removing fallen trees. Gas, electric, telephone, water, sewer, and cable television lines may be entangled in the root system of fallen trees. Call toll free (800) 432-4770. The service is free.

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YOU CAN NEVER BE TOO CAREFUL WITH A SAW

McCulloch Corp., maker of Eager Beaver Chain saws, has several recommendations for the care and operation of chain saws. One of the biggest concerns is to avoid kickback- when the saw bucks and flies back, possibly hitting the user in the face. To avoid this, grasp the chain saw firmly with both hands. Even if you are strong, do not try to operate it with one hand. Serious injury could result.

1. Read the manual. Read it cover to cover. It will help you get acquainted with the tool and may help prevent serious injury.
2. Wear proper clothing. Even in the summer, you need to wear long pants, a long-sleeved shirt and, ideally, steel-toed work boots.
3. Protect eyes and ears. Wear safety goggles and earplugs.
4. Wear gloves. They will help you grip the handles. A helmet is good, too.
5. Start the engine yourself. Do not pass the chain saw between people.
6. Keep bystanders away. Keep pets restrained or inside the house.
7. Spring back. Cutting small twigs, saplings and branches may cause them to spring back toward your face and knock you off balance.
8. Cut only wood. Do not cut plastics, sheet metals, drywall, or other materials with a chain saw.
9. Refueling. Do not start or operate the chain saw when you are refueling.
10. Starting the motor. Keep it on the ground. Do not lean it on your bent leg to start.
11. Oil. After the first 5 to 10 hours of use, empty the oil pan and refill it with new oil. This initial oil change will remove any impurities that were made after the saw was made. After this, change the oil every 25 hours.
12. Air filter. After each use, the air filter must be cleaned or replaced.

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